

**DISTRICT OF COLUMBIA RETIREMENT BOARD**

**POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO.:** RB-2003-04                      **POSITION:** Paralegal/Legal Assistant  
**OPENING DATE:** 07-01-03                      **CLOSING DATE:** Open Until Filled  
**TOUR OF DUTY:** 9:00 a.m. – 5:30 p.m.                      **SALARY RANGE:** \$40,100 – \$49,100  
**WORKSITE:** 1400 L Street, NW                      **AREA OF CONSIDERATION:** Unlimited  
Suite 300  
Washington, DC 20005  
**PROMOTION POTENTIAL:** Yes                      **NO. OF VACANCIES:** 1

**DURATION OF APPOINTMENT:** ☒ Permanent, ☐ Term {13 months to 4 years},  
Not to Exceed \_\_\_\_\_ ☐ Temporary {up to 1 year}, Not to Exceed \_\_\_\_ months

☐ This position **IS** in the collective bargaining unit represented by and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position **IS NOT** in a collective bargaining unit.

**“RESIDENCY PREFERENCE AMENDMENT ACT OF 1988”**

An applicant for a position in the Career Service or for an attorney position (DS-905) in the Legal Service who is a bona fide resident of the District of Columbia **AT THE TIME OF APPLICATION** may claim a hiring preference over a nonresident applicant by completing the “Residency Preference for Employment” form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.”

**BRIEF DESCRIPTION OF DUTIES:** This mid-level staff position provides paralegal/legal assistance to the District of Columbia Retirement Board’s General Counsel. The candidate shall work primarily under the direction and supervision of the General Counsel to assist in the organizational management, research and resolution of legal issues involving the agency.

**Essential Functions:**

1. Under the direction of the General Counsel, monitors Board and staff compliance with applicable statutes, rules and regulations.
2. Conducts legal research under the direction of the General Counsel in connection with legal questions referred by the General Counsel such as application of District and Federal laws, regulations, and administrative rulings to the Board’s operations or fiduciary responsibility and due diligence research.
3. Reviews legal issues and drafts memoranda concerning the agency’s operations and functions.
4. Maintains files and records of the Legal Department.

5. Reviews Federal and District statutes, judicial and executive branch decisions affecting the Board and prepares background information for use by the General Counsel.
6. Monitors legislative activity of the Congress and the Council of the District of Columbia which may affect the activities and responsibilities of the Board.
7. Prepares draft correspondence and reports for review by the General Counsel. Prepares minutes of the Legislative committee and other minutes as assigned.

#### **QUALIFICATION REQUIREMENTS:**

- X Bachelors degree in the liberal arts or the humanities preferred (paralegal or equivalent certification).
- X Experience with contract law and securities law desirable.
- X Exposure to legal, business and administrative practice law and regulations highly desirable.
- X Exposure to the legislative process (Federal and local level) desirable.
- X General knowledge of financial markets and institutional investing helpful.

**SELECTIVE PLACEMENT FACTOR(S):** None

#### **SUBMISSION OF RANKING FACTORS**

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

#### **RANKING FACTORS**

1. Excellent oral and written communication skills.
2. Demonstrated ability to apply sound judgment in researching legal issues.
3. Ability to manage multiple tasks.
4. Knowledge of Microsoft Office Products required; Corel WordPerfect, Lexis and other legal research tools a plus.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATION ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.**

*Applications submitted for consideration will not be returned to the applicant, except that applications received outside the area of consideration or after the closing date will be returned without action.*

**HOW TO APPLY:**

All applicants, including departmental employees and other DC Government employees, must submit the District of Columbia Government Employment Application, DC 2000.

**WHERE TO APPLY:**

DC Retirement Board  
1400 L Street, NW, Suite 300  
Washington, DC 20005

Attention: Betty Ann Kane, Executive Director

**AN EQUAL OPPORTUNITY EMPLOYER – ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, PHYSICAL HANDICAP, OR POLITICAL AFFILIATION.**

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the DC government on or after January 1, 1980, who is receiving an annuity under (a) any federal or District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment; or (b) any retirement system of the uniformed services of the United States shall have his or her pay reduced by that amount of the individual's salary which when added to his or her annuity exceeds the basic pay then in effect for step one of a Grade 15 of the District Service Schedule 1.